

**Curriculum Directors Meeting**  
**March 12, 2008**  
**Law and Justice Center, SLC**

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**Place:** Law and Justice Center, 645 S 200 East, Salt Lake City. The agenda, minutes, and PowerPoint for this meeting are available at [www.usoe.k12.ut.us/curriculum](http://www.usoe.k12.ut.us/curriculum).

**Time:** 9:00 a.m.

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**I. Topic: Greetings and Introductions**

*Lynne Greenwood welcomed everyone. She has accepted the position as the Director of Curriculum and Instruction after Brett Molding's retirement.*

**II. Topic: Job Announcements**

- a. *Elementary Language Arts Specialist/Coordinator.*  
*Applicants need to have a strong literacy and administrative background.*  
*The specialist in this position will conduct Principals' Literacy Institute, as well as other job duties.*
- b. *Administrative Secretary for Lynne Greenwood.*
- c. *Service Learning Specialist for Alan Griffin.*
- d. *Second Coordinator position (internal recruiting).*

**III. Topic: National Support for Districts – Kristie Fink**

- a. *Kristie Fink is Executive Director for the Utah Coalition for Civic Character and Service Learning, providing leadership and support to Utah's schools K-16 in accomplishing their basic civic mission. They are there to help with all academic goals in teaching students to become responsible citizens as they grow and take their place in our society.*
- b. *Kristie spotlighted several conferences that have been sponsored by the Coalition including:*
  - i. *Character...The Race is On. (for teachers) June 10 for secondary session; June 11 or 12 for elementary session. Speakers include Dr. Tom Lickona and Dr. Matthew Davidson. Registration fee of \$35 includes continental breakfast, lunch and book (Smart and Good Schools). Deadline for Granite, Salt Lake, and Murray Districts is March 15. Then spaces will be opened statewide and filled on a first-come first-serve basis.*
  - ii. *The Branches of Civic Engagement A Civics Workshop for Teachers, Pre-Service Teachers and Secondary Students. June 17-19, 2008. Free to Utah educators.*  
*<http://www.solutionwhere.com/provo/cw/showcourse.asp?535> or contact Alan Griffin (801-538-7761) or Kristie Fink (801-916-2026). This workshop replicates a trip to Washington D.C.*

**IV. Topic: Service Learning Grants – Alan Griffin**

- a. *Alan reiterated the previous information about a job opening for a Service Learning Specialist. This position is funded by a federal grant. Applicants need to have an educational background and will work with volunteer organizations.*
- b. *Upcoming events (please contact Alan Griffin (801-538-7761) or Elaine Jones (801-538-7977) or [elaine.jones@schools.utah.gov](mailto:elaine.jones@schools.utah.gov) for further information.)*
  - i. *Academic Service Learning/Character Education:*
    - Spring Service Grant Application Training – April 30.*
    - Summer Youth Summit – June 10-12.*
  - ii. *Life Skills:*
    - Aesthetics: It's Not Always Pretty – April 16.*
    - Summer Accreditation Training – June 24-25.*
    - Life Skills Achievement Award – ongoing throughout the year.*
  - iii. *Civics:*
    - Three Branches of Civic Engagement Workshop – June 17-19.*
  - iv. *Utah Commission on Volunteers – 2008 Utah Conference on Service – April 29-30 at the Provo Marriott.*

**V. Topic: ELL Audit – It's On It's Way – Ellie Brady**

- a. *Lynne introduced Ellie Brady, Title III Specialist at USOE.*
- b. *A national representative from Title III recently visited USOE. Discussions were held with different specialists with a focus on Title III and future requirements. We need to view this as an opportunity to review what we are doing and how we are doing it. It will give us a chance to organize, criticize, document and fix problems prior to upcoming audits. Next year will be year 3 and we will be audited. USOE and 2 or 3 districts will be visited for the reviews. Any district that has not been visited will be contacted to set a date. Please remember the state office is here to help and answer questions. Finally, documentation will be critical!*

**VI. Topic: World Language Support – Gregg Roberts**

- a. *International Education Initiative SB 41:*
  - i. *Will provide incentives for schools for six year.*
  - ii. *Critical Language Program will expand the pilot program from 20 schools that we have today to 60 schools. Languages taught will include Chinese, Arabic, and Russian.*
  - iii. *Dual Language Immersion Program will create pilot programs in 15 schools beginning in 2009-10 school year in K, 1<sup>st</sup> or both grades and will add a year each year after that.*
- b. *Please contact Gregg with any questions on 801-5387743 or [gregg.Roberts@schools.utah.gov](mailto:gregg.Roberts@schools.utah.gov). He is willing to visit any district or charter school to provide support and answer questions.*

**VII. Topic: Reading Endorsements for Special Educators – Lynne Greenwood**

- a. *Lynne explained that an endorsement is attached to a person's license. For example, a teacher who has a secondary license with a reading endorsement may only teach secondary reading. A special ed teacher who obtains a reading endorsement may only teach special ed students. This teacher could not be a regular reading coach for elementary students. Syd Dixon in Licensure is doing on-going preliminary work to allow these people to teach in elementary grades. It is left to each district to decide if a person needs a Level I or Level II endorsement to be a reading coach, or pursuing an endorsement to be a reading coach, and etc.*
- b. *Group Discussion:*
  - i. *This is a venue for some secondary teachers to leave and go to elementary schools.*
  - ii. *You might have teachers without classroom experience who would be advising regular teachers. May create a problem.*
  - iii. *Should we have "instructional coaches?"*
  - iv. *The pool of reading endorsed teachers is small in some of the districts. This would expand the pool of well-trained and skilled coaches.*
  - v. *Schools and district need support in all curricular areas, not just reading. We may need to look at knowledge of "best instructional practices."*
- c. *Summary: Those in attendance would like Syd Dixon to pursue the possibility of special ed teachers with reading endorsements to be able to be reaching coaches, reading specialists. Question was raised as to whether to allow these teachers to be an "instructional coach."*

**VIII. Topic: Charging Parents for Full-Day K – Lynne**

*The State Office is aware that some districts are charging for kindergarten students to attend a full-day kindergarten session. Kindergarten should be free. Some offer kindergarten classes through a community school.*

**IX. Topic: New K-6 Elementary Educator License – Lynne**

*There is a new K-6 Elementary Educator License. Current 1-6 teachers will not be grandfathered. This is really aimed at new teachers. At this time, USOE is not sure what will be required to attain this license. Sharon Lay, USOE Pre-K Specialist, said some teachers have been hired without the Kindergarten piece but with the provision that the person will pursue the Kindergarten license.*

**X. Topic: OEK Accountability – Lynne**

- a. *Lynne expressed much appreciation for the timely and complete responses received for surveys as a result of legislature requests. The legislature was truly impressed with the findings. Congratulations!*
- b. *New Draft was distributed for reporting on OEK. This is a DRAFT.*

- c. *In going forward, please keep in mind that we will need to provide information and data to support funding.*
- d. *Jennifer Lambert, Curriculum and Instruction Data Steward, went through the designations for kindergarten students. Each student must be placed in one, and only one, category.*
- e. *For questions or comments, please contact Jennifer Lambert at 801-538-7892 or email [jennifer.lambert@schools.utah.gov](mailto:jennifer.lambert@schools.utah.gov) before April 18.*
- f. *Data collection for this year will be through a separate data collection. Future years will be through the clearing house.*

**XI. Topic: K-3 Accountability – Lynne**

- a. *Districts and Charter Schools still have to report for S.B 230 and the K-3 Reading Initiative. If goals were not met for this year, a revised reading plan is due September 22, 2008.*
- b. *Third grade can still use various measures. However, they must report the Iowa test in 3<sup>rd</sup> grade.*
- c. *Funding for the upcoming year may differ slightly as the voted leeway failed in the legislature. The formulas will basically be the same as in the past.*

**XII. Topic: Legislative Up-date – Lynne**

*Lynne went through a multitude of bills that passed legislation this year. The Utah State Legislature home page can be found at <http://www.schools.utah.gov/law/leg2008/usoeleg2008.htm>. Please notice S.B. 2 as this contains most pertinent pieces of legislation.*

**XIII. Topic: Assessment to Inform Instruction – Group Discussion**

*Lynne led a discussion on assessments. There are three critical questions to create student learning: What am I doing, how well am I doing it, and what do I need to do to improve? Assessment should be part of every day conversations. Both normative and formative data is important to school improvement and student achievement. The group discussed local assessment efforts to improve teacher delivery and student achievement.*

**XIV. Topic: Center for Instruction – Support for Interventions**

*Please see: <http://centeroninstruction.org>.*

**XV. Topic: On-going Curriculum and Instructional Leadership Discussion**

- a. *Time on Task.*
- b. *World Language Guidelines – Gregg Roberts will lead discussion at a meeting on April 2, 2008 beginning at 9:00 at the State Office of Education. Standards and Guidelines have been updated. Please contact Gregg at 801-538-7743 or [gregg.roberts@schools.utah.gov](mailto:gregg.roberts@schools.utah.gov) for district input. Gregg is willing to come to any and all districts to provide support in this area.*
- c. *K-2 Integration – Robert Austin, USOE Social Studies Specialist, told the group about the need for social studies learning. We will have a generation of students who will not know legislative processes, etc. if*

*we don't teach social studies. Teachers need to provide support and leadership to get content while teaching literacy, and etc.*

- d. *Social Studies Public Hearings – Robert Austin also talked about the new core for social studies. There will be 5 public hearings and an online survey. Robert looks forward to visiting with district and charter school teachers for their input.*

**XVI. Topic: Other**

- a. *Georgia Loutensock, Accreditation Specialist, mentioned that two reference volumes will be coming to all secondary school media centers this fall thanks to the Hattie Monk Foundation. Two committees will decide how future dollars will be spent.*
- b. *The legislature allocated \$1.5 million for library media with a one-time \$280,000 add on.*

**XVII. Topic: AYP – Judy Park with Jerry Winkler**

- a. *Packets were handed out indicating the average class size for each district and charter school. UPASS will report findings. District leaders need to check with their district and/or school personnel to ensure that these reports are accurate for average class size, average grade, and course-taking patterns.*
- b. *Average grade and course-taking patterns will be emailed.*

**Please Note:** Next Curriculum Directors' Meeting: May 14, 2008

Location: TBD

**PLEASE** check Curriculum Directors web site for meeting schedules. Dates and locations are updated here!

<http://www.schools.utah.gov/curr/directors>